Procedures Manual for YRBS:

School-Specific Data

May 2003

TABLE OF CONTENTS

Montana Youth Risk Behavior Survey Data Retrieval System

School specific Youth Risk Behavior Survey (YRBS) results are available on the Montana Office of Public Instruction (OPI) website. The posted information includes YRBS frequency distribution reports by school and trend reports by school. The frequency distribution report shows both the number of students and the percentage of students at your school that responded to each answer choice for each question of the survey for each year the school has participated in the survey. The trend report will show how responses by students at your school compare with responses of students at your school from previous surveys, and with student responses statewide.

Confidentiality of the survey results is maintained by posting the data through a secured website called IRIS (Internet Reporting and Information System) using a Citrix server. If you are a school-level representative, you will only be able to access information for your school. If you are a district-level representative, you will only be able to access the information for schools in your district. To access the information for your school or district, you will need the official login name (user name) and password that has been assigned to your school or district by the OPI. The OPI has sent the user name and IRIS password to the central office at your school or district – the sharing of this information is at the discretion of your central office. They may choose to print the survey results themselves rather than share the user name and password.

ACCESSING YRBS DATA ELECTRONICALLY

Please note that the format of the Citrix screens may occasionally change. This means that the screens pictured in this manual may be slightly different than what is seen on the screen.

If you have problems following the instructions because of screen changes, please call the OPI Help Desk at 406-444-3448.

Hardware and software requirements

Any computer capable of running a web browser equal to Internet Explorer 5.5, or later, with a connection to the Internet can be used to access the YRBS Reporting System.

IBM
Microprocessor	80486 or higher as required for a web browser
Memory	8mb of Ram as required for a web browser
Video	VGA or SVGA as required for web browser (1)
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

Macintosh
Power PC or better
Memory	8mb of Ram as required for a web browser
Operating System	7.5 or greater

YRBS School Specific Data

Video	Not applicable
Hard disk	At least 2.5 mb free disk space available
Mouse	As required for web browser

Note: A screen resolution of 800 x 600 will provide you with the most efficient video resolution. A resolution of 640 x 480 will not provide you with a good working environment. To change your video resolution right click on your desktop, go to Properties and select Settings. Move the slider bar under "Screen Area" until a resolution of 800 x 600 is displayed. Click "OK." You will be prompted to accept the new settings in the "Display Settings" dialog box. The monitor will blank and display the new settings under the "Monitor Settings" dialog box. If you do not click on the "OK" button at this point your settings will be returned to normal after 15 seconds. If the video settings appear normal, click "OK" and your monitor resolution will be reset.

Accessing YRBS School-Specific Data

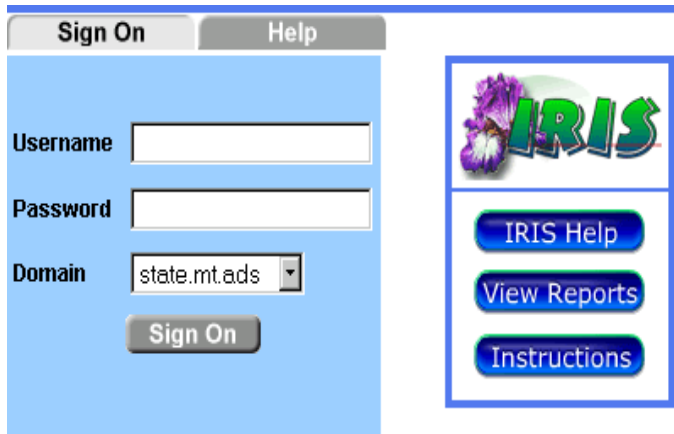You can access the YRBS School-Specific Data by going to the YRBS web page at http://www.opi.state.mt.us/YRBS and click on "School-Specific Data."

You may also access this data via the Internet and Office of Public Instruction's (OPI) web page at http://www.opi.state.mu.us. At the OPI home page, click on the tab located at the top of the screen titled **IRIS**. This link will take you to the Internet Reporting and Information System.

If you experience difficulty getting to the OPI's home page, please try to reach another site like www.yahoo.com or www.google.com. If you cannot reach either of these sites, your problem is likely with your local Internet provider. Please give them a call. If you find that you can reach other sites on the Internet, but cannot reach the OPI site, please call the OPI Help Desk at 406-444-3448.

Logging into IRIS

REMEMBER: There are HELP buttons throughout the login process and within the application itself. If you encounter problems, you may want to try the HELP button before calling the OPI. Download the most current copy of this Instruction Booklet by clicking on the **Instructions** button.

Answers to frequently asked questions about IRIS can be accessed by clicking on the **IRIS Help** button.

Log in using the school or district username and password provided by the OPI to principals and district superintendents. Passwords are changed periodically, so if you encounter problems logging in, check with your principal or district superintendent to be sure you have the most current password. If you still have problems, call the OPI Help Desk at 406-444-3448.

Do not change the Domain.

Click the **Sign On** button.

YRBS School Specific Data

If this is the first time your school or district logged into IRIS from the computer you are using, you will be prompted to download the client software. This software must be downloaded before you can continue. Simply follow the instructions on each window as it appears. If you encounter problems during this process, call the OPI Help Desk at 406-444-3448.

The next screen you see will list applications that you have access to on IRIS. YRBS reports are found in the Youth Risk Behavior Survey - YRBS application.

Click on Youth Risk Behavior Survey -- YRBS
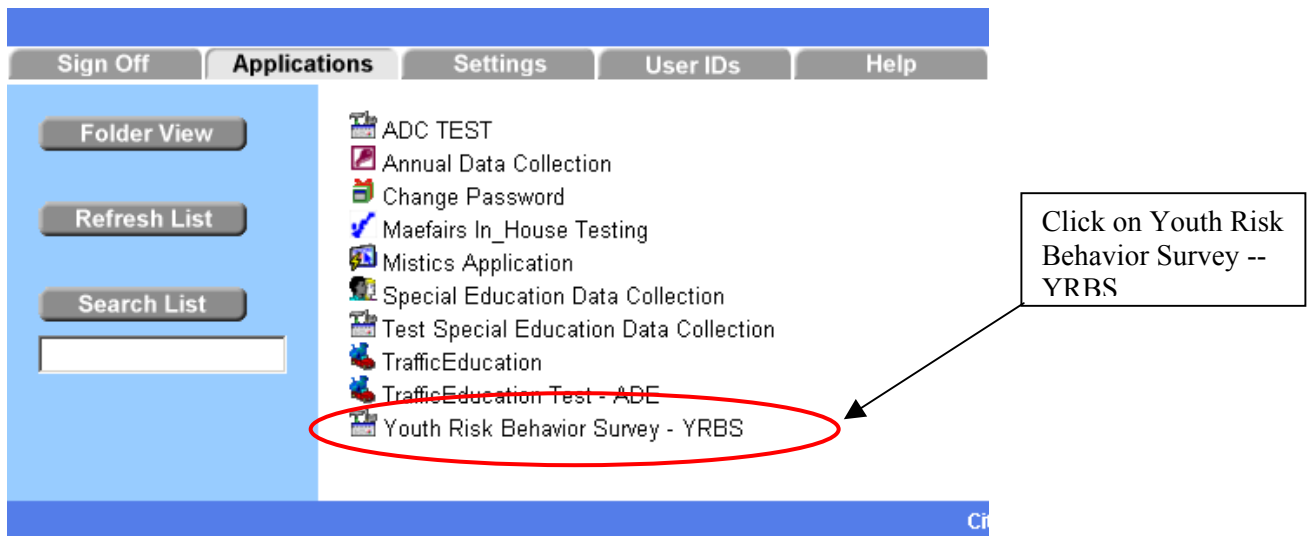
The YRBS Data Retrieval System

Click on the Continue Button.
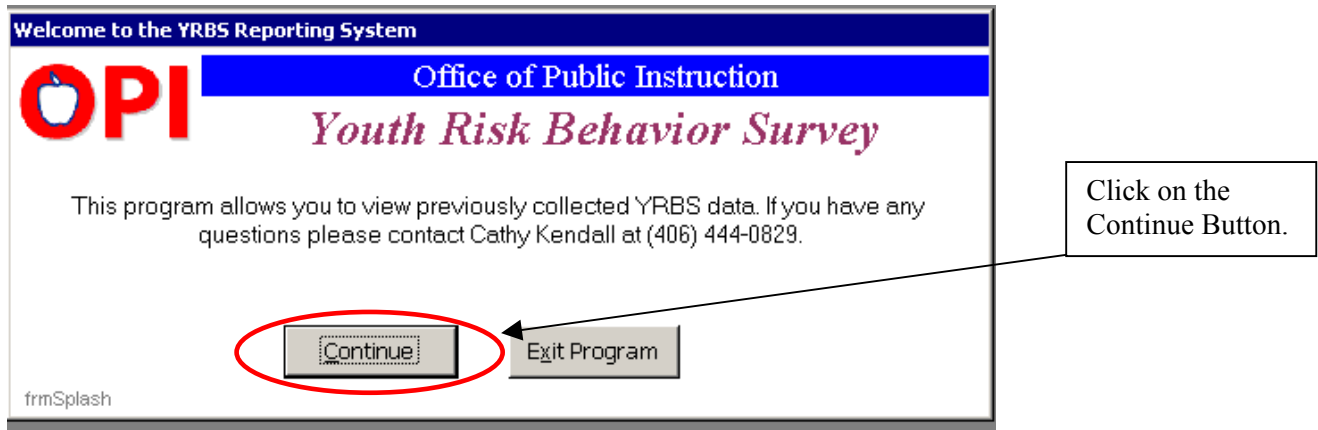
YRBS School Specific Data

Main Menu of the Monatana YRBS Data Retrieval System

From this main screen, you will:

1. Select the school for which you would like to view a report. The School ID refers to the OPI assigned School Code (SC). Click on the drop-down arrow next to the School ID field and you will see a list of available schools, in alphabetical order by school name. Only your school, or the schools in your district, will be available to you, depending on whether you are logged in as school personnel or district personnel.

2. Select the YRBS survey year for which you would like to view results. Only the years that the selected school has participated in the YRBS survey will appear in the drop-down list.

3. Select the type of report you would like to view.

    A. The Frequency Distribution Report shows each survey question with the number of students and the percentage of students that selected each answer for the selected school and survey year.
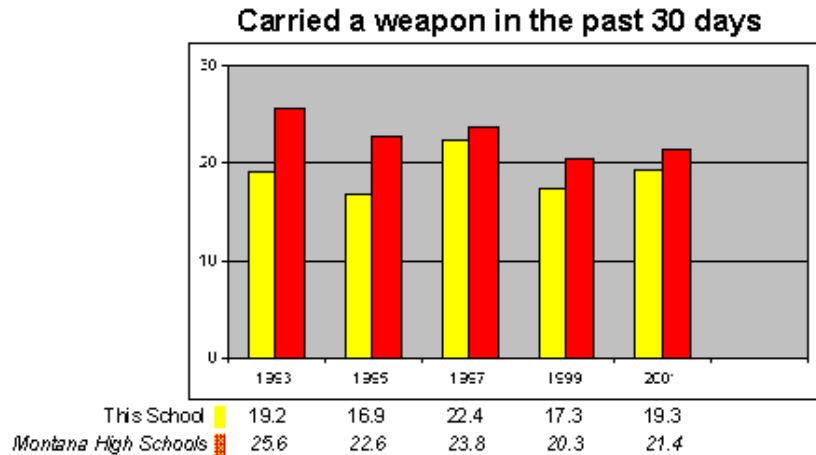
Sample Section of Frequency Distribution Report:

B. The Trend Report will show the percentage of students that provided a given response to a question for each year the selected school participated in the YRBS survey and the statewide percentage of students that responded with the same answer.

Sample Section of Trend Report:

1.0

Carried a weapon in the past 30 days

	1993	1995	1997	1999	2001
This School	19.2	16.9	22.4	17.3	19.3
Montana High Schools	25.6	22.6	23.8	20.3	21.4

4. Select to Print or Preview the report.

To send the report directly to your printer, click on the printer button with your mouse.

To preview the report on your computer screen before printing, click on the magnifying glass with your mouse.

If you would like to print the report after previewing it, click on the printer icon on the preview screen. To close the preview screen and return to the Main Screen, click on the lower X found in the upper right-hand corner of your screen. If you click the top X, you will exit the program.

5. Exit the program. To exit the program, select the Exit button from the center of the Main Screen or select the top right-hand X from the report preview screen.

Printing Problems

If the printer is not working, use the instructions in the next section to help you determine which printer driver you have for your default printer <u>before</u> you contact the OPI.

Identifying Your Printer Driver

The IRIS is designed to work with your locally attached or network printer. If you experience difficulty printing, it may be because the IRIS server does not have your printer driver loaded or

you may need to install the Screwdriver software. Search the keyword "Screwdriver" and it will bring up the installation instructions. If you have problems with the installation, please call the OPI Help Desk at 406-444-3448.
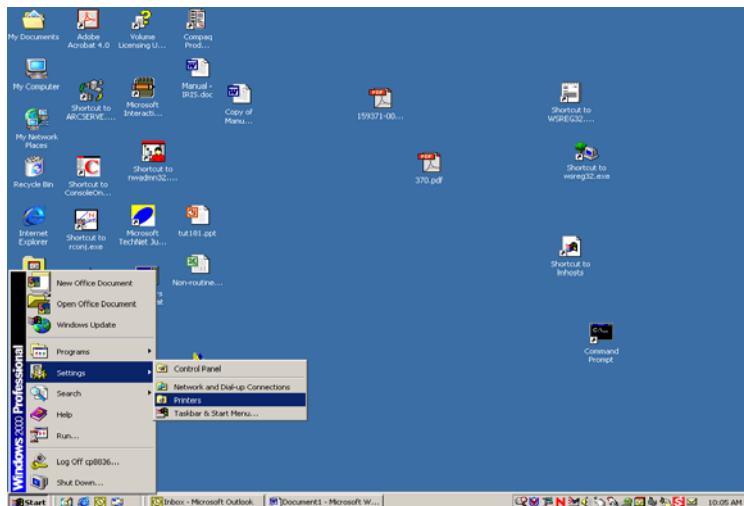
To find out what printer you have set up for IRIS, go to **Start** in the lower left corner of your screen, choose **Settings, Printers.**
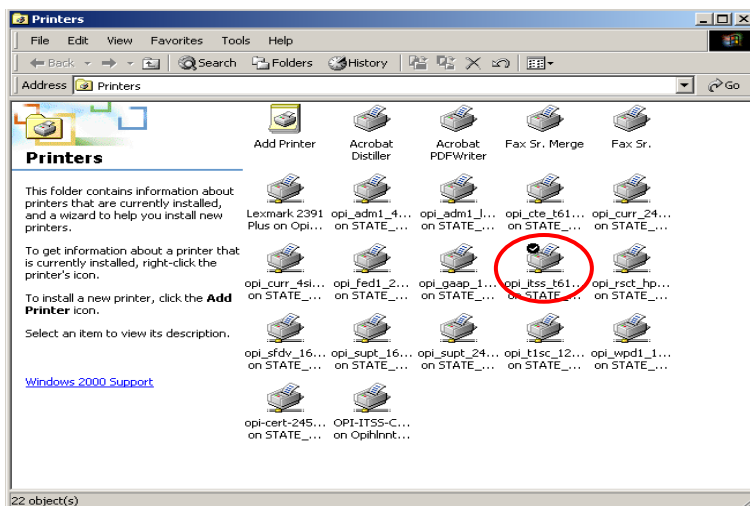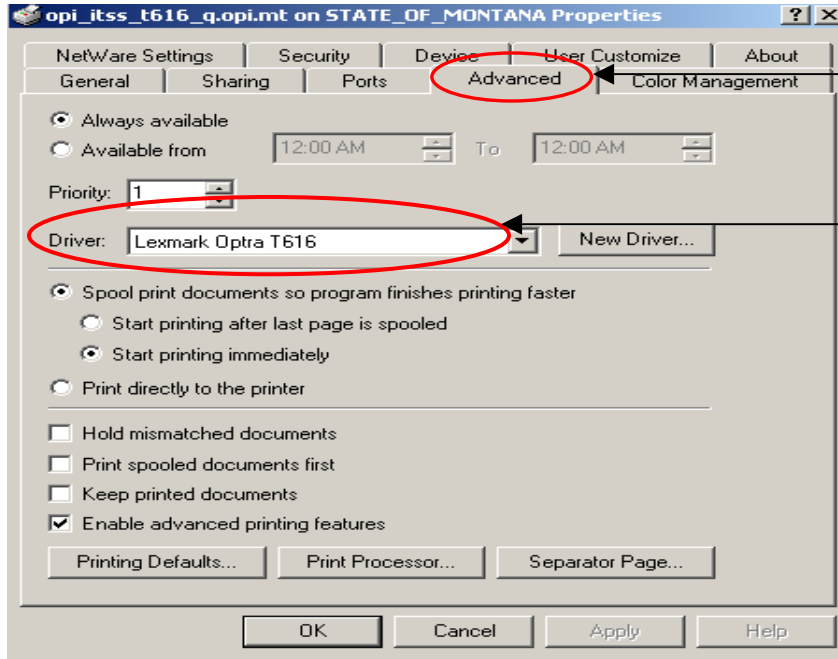

Double click on the printer with the check mark on it. This is your default printer.
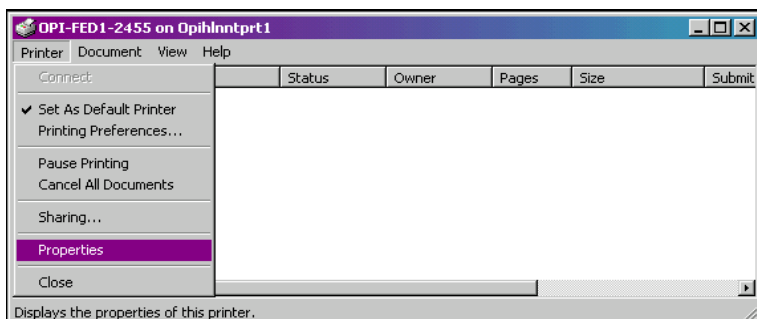
Choose **Printer** from the list of pull-down menus across the top of the window, and select the **Properties** command.

YRBS School Specific Data

Click on the **Advanced** tab, or the **Details** tab, depending on your computer.

Your printer is listed in the **Driver** box. We may need this information to activate your printer on the IRIS server. Be ready to give us this name exactly, including spaces and capital letters, as it appears in the Driver box.

After identifying your printer driver, call Ron Nelson at 406-444-0500.

Questions - Who to Call

Issue	Contact	Phone
YRBS - Participation, Data, Survey-Related Questions:	Susan Court	406-444-3178
Don't Know Your User Name and Password	Your School or District Office	
User Names and Passwords –Won't Work	OPI Help Desk	406-444-3448
Problems logging onto IRIS	OPI Help Desk	406-444-3448
Problems with the YRBS computer program	OPI Help Desk	406-444-3448
Problems Printing the Reports	Ron Nelson	406-444-0500

YRBS School Specific Data

Frequently Asked Questions

How do I interpret and use the YRBS data?
For questions related to the YRBS data, frequency distributions and graph comparisons contact Susan Court at 406-444-3178 or scourt@state.mt.us

How do I print the YRBS: School-Specific data?
Printing instructions are noted in the Procedures Manual for YRBS: School-Specific Data. This can be downloaded from www.opi.state.mt.us/YRBS, click on School-Specific Data, then click on Procedures Manual. If you encounter printing problems call Ron Nelson at 406-444-0500.

Will other schools or communities be able to view my school district's YRBS data?
No, the School-Specific YRBS Data site is only accessible through OPI's IRIS secure site. Access is gained through a password that is specific for each school district in Montana, thus preventing unauthorized personnel from viewing this information. An IRIS password for each school in your district has been sent to the district's central office – this allows you to view YRBS data for a specific school only. The IRIS password for the district will allow you to view the YRBS data for all schools within your district. Sharing of the password is at the discretion of the school district.

Does OPI have access to the YRBS School-Specific data?
OPI employees do not have routine access to the YRBS School-Specific data. In rare cases, a school may not be able to print their own data (e.g. computer incompatibility) and may request OPI to print and send YRBS data to them. The district or school's YRBS contact person or superintendent may make this written request via e-mail to scourt@state.mt.us.

Our district is not able to find our IRIS password – what do we do now?
For information regarding the IRIS password contact the OPI Help Desk at 406-444-3448. The OPI Help Desk will assist your district in obtaining another IRIS password.

What kind of YRBS data is available on-line?
YRBS data is available to your district in two formats. The Year Reports are available for every year your district participated (YRBS data is available for every odd-numbered year since 1993). Year Report Data is available in frequency distributions for each question asked on the YRBS. The Trend Data compares school district and statewide data for a selected group of questions from 1993 to the present. The Year Report Data and the Trend Data are available for each school within a district.

Where is there more information on the Montana YRBS?
The OPI web site www.opi.state.mt.us/YRBS contains YRBS Statewide Reports, Trend Data (1991-present), Montana Regional Data, Montana vs. U.S. Comparison Tables and Special Reports.